



COMPREHENSIVE REMOTE DEPOSITION CHECKLIST  
FOR ALL PARTIES

*TAKING ATTORNEY CHECKLIST*

Upload your exhibits here: [www.GeorgiaReporting.com/remote](http://www.GeorgiaReporting.com/remote)

- Ensure all parties agree to the deposition proceeding with all parties attending remotely.
- All parties will need either a smart phone, iPad, or a computer with a camera and mic. Most modern laptops have these features built in.
- Request a remote deposition when scheduling with our scheduling department. [www.GeorgiaReporting.com/Schedule](http://www.GeorgiaReporting.com/Schedule)
- Our scheduling team will forward the web conferencing link and meeting ID in the body of your scheduling confirmation.
- Forward that link with meeting ID to all attendees.
- Provide all attendees our tech support hotline: (404) 389-1155 or [info@georgiareporting.com](mailto:info@georgiareporting.com)
- Upload any documents that will be used as exhibits. Please upload at least 24 hours in advance of the scheduled deposition date. Upload your exhibits here: [www.GeorgiaReporting.com/remote](http://www.GeorgiaReporting.com/remote)
- At least 25 minutes prior to the scheduled deposition start time, click on the link provided by EGCR's scheduling department to join the deposition. Joining early will enable all parties have adequate time to ensure all connections are working and all parties have time to identify themselves.
- If you or another participant is having audio issues, please have that person mute their PC and then call in the phone number listed in the email confirmation. Follow the prompts after calling. You will need to enter in your meeting ID. You can use your phone for audio and PC for picture. If you experience feedback, it's because the same participant has their PC volume and phone volume on.
- Please remember to remind each party not to talk over each other so we can ensure an accurate record.
- Stipulate on the record that all parties are in agreement that the deposition will go forward with all parties attending remotely and that there is no objection to the witness being sworn in remotely.
- Don't hang up too quickly once the deposition is over. Please ensure the reporter has your order and any spelling questions the reporter has for the witness are resolved.

If you have any general questions or concerns, please call us at (404) 389-1155 or email us at [info@georgiareporting.com](mailto:info@georgiareporting.com). All meetings will be recorded.

Sign up for free training here: [www.georgiareporting.com/training](http://www.georgiareporting.com/training).

If you have a unique situation which involves sharing exhibits, video, etc., call our office, and we can set up a demo in advance. (404) 389-1155

### CHECKLIST FOR OPPOSING COUNSEL

- Ensure you have the link with the meeting ID which was provided to the scheduling attorney. All parties will need a laptop or PC with a camera and mic. All modern laptops have these features built in.
- Share the link and the meeting ID with the witness.
- Let the witness know to log in 20 minutes before the scheduled start time to provide adequate time for each party to introduce themselves and work out any kinks.
- If you have any questions, set up a free training session with EGCR. [www.GeorgiaReporting.com/training](http://www.GeorgiaReporting.com/training). You can also invite the witness to attend.
- At the depo, remember to put on the record that all parties are in agreement that the deposition will proceed with all parties attending remotely and that all parties stipulate to the witness being sworn in remotely.
- Don't hang up too quickly once the deposition is over. Please ensure the reporter has your order, if any, and any spelling questions the reporter has for the witness are resolved.

Keep handy EGCR's tech support contact and provide a copy of tech support to the witness. (404) 389-1155 or [info@georgiareporting.com](mailto:info@georgiareporting.com)

### CHECKLIST FOR THE WITNESS

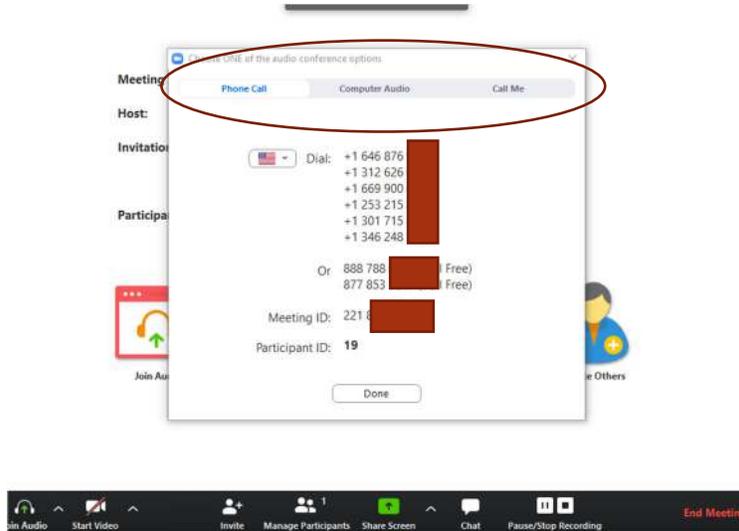
- All parties will need a laptop or PC with a camera and mic. All modern laptops have these features built in.
- If you are not comfortable with technology, set up a free training session with EGCR here: [www.GeorgiaReporting.com/training](http://www.GeorgiaReporting.com/training)
- You will receive an email invitation which has your meeting credentials.
- 20 minutes prior to the scheduled start time, use those credentials to join the deposition.
- Provide your name and spelling to the court reporter.
- In case you run into any issues, call EGCR's tech support: (404) 389-1155 or [info@georgiareporting.com](mailto:info@georgiareporting.com)

Video Tutorial: <https://youtu.be/jLOMXjHxKuE>

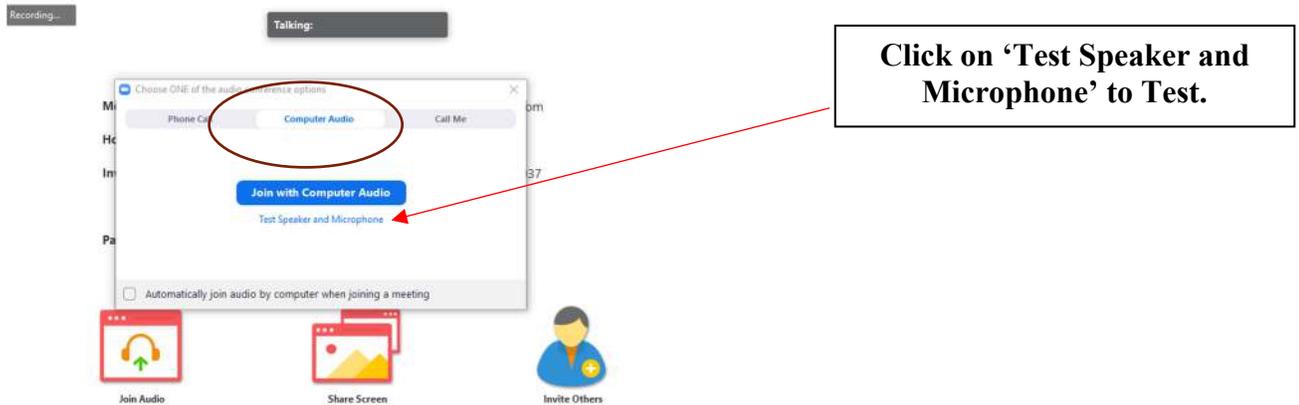
If you experience audio issues once you log into the meeting, you can change your audio connection. Below provides a step-by-step on how to connect audio via your PC and then how to disconnect it.

HOW TO SIGN IN WITH AUDIO

Once you sign into your meeting, you will have the option to join the meeting via phone audio or computer audio.



To Use Computer Audio, Select 'Computer Audio'.

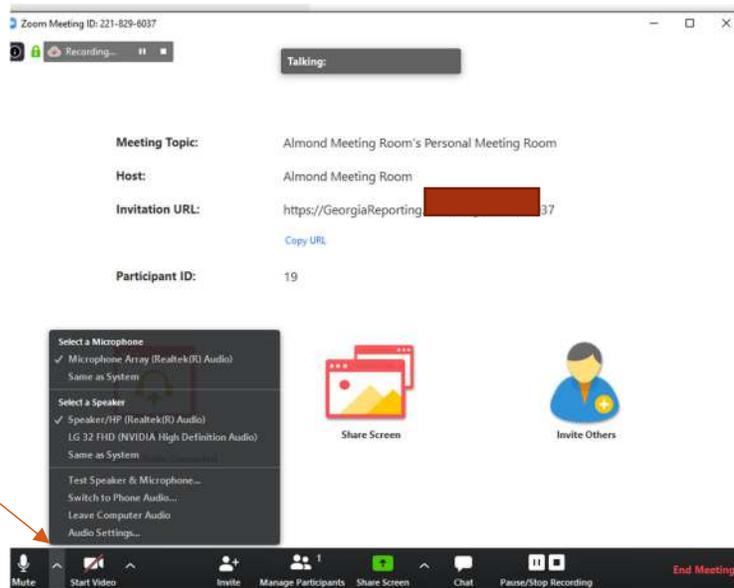


## Select Join Computer Audio.



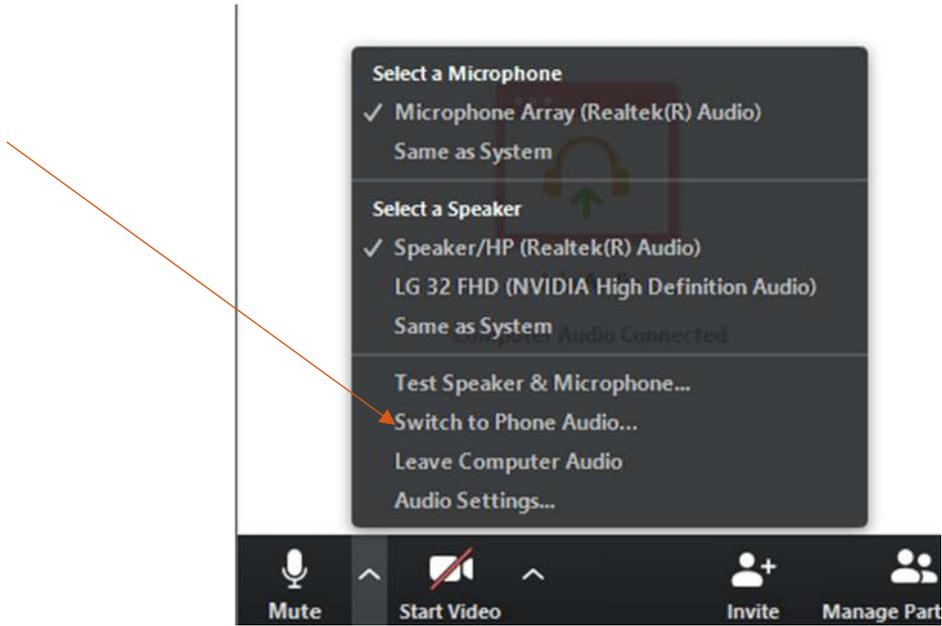
## SWITCHING AUDIO FROM PC TO PHONE

If you are having audio issues with your PC, you can easily switch to phone.

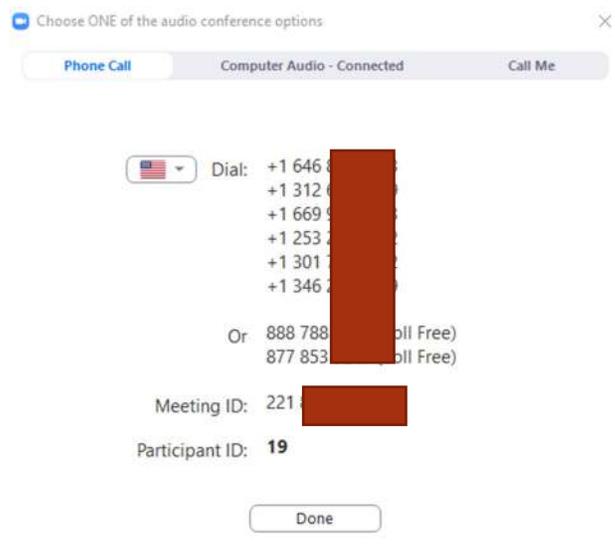


Click on the up arrow next to the microphone icon on the bottom left.

Select the Option 'Switch to Phone Audio'.



From Your Phone, Dial One of the Phone Number Listed on the Popup.



Follow the Prompts: Enter the Meeting ID. Enter Your Participant ID.

Now you're ready to proceed!

## GENERAL VIDEO TUTORIALS

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A Complete Guide to Zoom Meetings

[HTTPS://YOUTU.BE/LU037WdKBWE](https://youtu.be/LU037WdKBWE)

Switching Audio During a Zoom Meeting

[HTTPS://YOUTU.BE/JLOMXJHXKUE](https://youtu.be/JLOMXJHXKUE)

Sending Files During Zoom

[https://youtu.be/vi\\_S6hfEGUU](https://youtu.be/vi_S6hfEGUU)

How to Connect to a Phone Conference

[HTTPS://YOUTU.BE/Q-MXR8LZPEK](https://youtu.be/Q-MXR8LZPEK)

Meeting Controls

[HTTPS://YOUTU.BE/YGZ96J\\_Z4AY](https://youtu.be/YGZ96J_Z4AY)

Sharing Your Screen

[HTTPS://YOUTU.BE/YA6SGQLVMCA](https://youtu.be/YA6SGQLVMCA)